

# Advanced IAF Mandatory Documents Training Content and Syllabus

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This course aims to provide a complete understanding of the IAF MDs. Additionally, this course facilitates discussion regarding the connections between the IAF MDs and the ISO/IEC 17021-1 Standard. This course does not use any PowerPoint presentations, instead, the MDs are reviewed line by line. Some IAF MDs are applicable only for specific schemes, these MDs may or may not be reviewed depending on the background of the participants. This course covers the following IAF MDs unless otherwise noted.

## **IAF MDs covered in this course:**

- IAF MD 1 – Multi Site Certification
- IAF MD 2 – Transfer Certification
- IAF MD 3 – Withdrawn and not covered
- IAF MD 4 – Information and Communication Technology
- IAF MD 5 – Determination of Audit time
- IAF MD 6 – Green house Gas Verification and Validation – may not be covered if not relevant to participants
- IAF MD 7 – Sanctions
- IAF MD 8 – Medical Device Quality Management Systems– may not be covered if not relevant to participants
- IAF MD 9 - Medical Device Quality Management Systems– may not be covered if not relevant to participants
- IAF MD 10 – Certification Body Competence Assessment
- IAF MD 11 – Integrated Management Systems
- IAF MD 12 – Certification bodies operating in Multiple Countries
- IAF MD 13 – Information Security Management Systems– may not be covered if not relevant to participants
- IAF MD 14 - Greenhouse Gas Verification and Validation – may not be covered if not relevant to participants
- IAF MD 15 – Performance Indicators
- IAF MD 16 – Food Safety Management Systems – may not be covered if not relevant to participants
- IAF MD 17 – Accreditation Body Witnessing Requirements
- IAF MD 18 – Withdrawn and not covered
- IAF MD 19 – Withdrawn and not covered
- IAF MD 20 – Accreditation body specific – not covered
- IAF MD 21 – Migration from OHSAS 18001 to ISO 45001
- IAF MD 22 – Occupational Health and Safety Management Systems
- IAF MD 23 – Entities operating on behalf of accredited Certification Bodies

## **Course Materials**

There are no additional course materials other than the IAF MDs themselves:

- IAF MDs are freely available at: [https://www.iaf.nu/articles/Mandatory\\_Documents\\_/38](https://www.iaf.nu/articles/Mandatory_Documents_/38)

- Tests and Exercises will be provided throughout the course
- Optional: Copy of ISO/IEC 17021-1 for linkages discussion

**Tentative Course Schedule (this schedule is fluid and is subject to change depending on discussions during the course.)**

**DAY 1**

<b>Subject</b>	<b>Additional Details</b>
Introductions and course objectives	
General discussion on IAF MDs	What are MDs? Why are they needed? When are they applicable?
Break time	15 minutes
IAF MD discussion	IAF MD 1, 2, 4
Lunch Break	1 hour
IAF MD discussion	IAF MD 5, 6, 7, 8
Class Exercise	15 minutes
Break time	15 minutes
IAF MD discussion	IAF MD 9, 10, 11, 12
Closing meeting/Test Day 1	Test

**DAY 2**

<b>Subject</b>	<b>Additional Details</b>
Recap day 1	Test review/follow up questions
IAF MD discussion	IAF MD 13, 14, 15, 16
Break time	15 minutes
IAF MD discussion	IAF MD 17, 20, 21
Lunch Break	1 hour
Class Exercise	30 minutes
IAF MD discussion	IAF MD 22, 23
Follow up of outstanding items	If MDs remain, they will be covered during this time, otherwise, this time is used to discuss unresolved points.
Break time	15 minutes
Closing Meeting/Test Day 2	Test

